

Custodial, Labor and Trades Branch
Labor and Trades Supervisor Group
Automotive Service Series

TRANSIT FLEET SERVICES SUPERVISOR

02/00 (REB)

Summary

Under general supervision, supervise all shifts of day-to-day servicing of the Mass Transit coach fleet.

Typical Duties

Plan, develop, implement, direct and evaluate assigned functions such as fueling, lubricating, cleaning and other ongoing preventive maintenance of automotive equipment. Involves: overseeing the safe dispensing of gasoline, diesel or alternative fuels, and prescribed application of lubricants; requesting, or as qualified, making repairs to electronic fuel delivery systems; verifying daily vehicle mileage and fuel consumption; scheduling and expediting daily washing of bus interiors and exteriors; ensuring that bus wash system is in working order; reviewing activities for efficiency and effectiveness, inspecting work site for safety and cleanliness, and recommending and initiating approved corrective measures; arranging for posting of on board advertisements; conferring with volunteer organizations to engage unpaid cleaners and to report on volunteer performance; organizing fleet parking plan; collaborating with other transit supervisors about vehicle service schedule; making arrangements for routine fleet service by approved City contractors, within designated limits; monitoring emptying of cash boxes; requisitioning fuel, lubricants, tools and supplies to maintain inventories within specified limits; documenting fuel and lubricants delivered to service centers.

Supervise assigned supervisory and non-supervisory staff. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting job training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: delivering buses to designated route start points or other specified locations as necessary; substituting for supervisor, coworkers, or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or General Educational Development (G.E.D.), plus four (4) years experience servicing automotive equipment, including one (1) of shift supervision at level comparable to Automotive Service Worker II; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: automotive equipment servicing, scheduling and practices. Good knowledge of: lubricants, fuels; occupational hazards and safety precautions. Some knowledge of: alternative fuels (such as compressed natural gas [CNG] and liquid natural gas [LNG]); repair of electronic fuel delivery systems; supervisory techniques and allied administrative procedures.

Ability to: firmly and impartially exercise delegated supervisory authority to direct, train in and evaluate work of assigned employees and volunteers, and enforce departmental and personnel rules; maintain records and prepare reports; establish and maintain effective working relationships with subordinates, fellow supervisors, officials and the general public; maintain stock at authorized levels.

Skill in the safe operation and care of: tools and equipment of the automotive servicing trade; motor vehicle.

Physical Effort and Work Environment: Occasional: bending, stooping, moving heavy objects (averaging up to 75 pounds); mobility in a shop or garage settings; driving through City traffic; exposure to inclement weather.

Licenses and Certificates: Valid Texas Class "B" Commercial Driver's License with passenger endorsement or equivalent from another state by date of appointment; Certificates in Compressed Natural Gas Conversion, issued by the Railroad Commission of Texas and in Safety Evaluations of Alternative Fuel Facilities and Equipment (CNG/LNG), issued by US Department of Transportation within six (6) months of date of appointment.

Special Requirements: Subject to call back, and working rotating shifts, flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

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